

Indiana Training/Assessment FAQ for Curriculum Specialists and Teachers:

How are classes made?

Classes are created in the mCLASS system by teachers or Curriculum Specialists, such as Literacy Coaches or Math Specialists. Until students are placed in a class they will not appear on a Palm for assessment administration. Teachers may create a class for themselves on the mCLASS Home (blue) screens, while coaches can create classes for all users at the School on the mCLASS Administration (orange) screens. Check with your Curriculum Specialist or administrator to determine who will create classes at your school so that efforts are not duplicated. Staff associated with a class will see that class and students on their Palm after HotSyncing.

Who should update student rosters in mCLASS?

Updates to student rosters are made by corporation or school administrators on the mCLASS Administration screens. Updates can be made by a) transferring a student from one mCLASS School to another mCLASS School or b) adding the student for the first time to a mCLASS School. Transfers may only be completed by staff with Administrative access at the corporation level, as access to the student's original mCLASS School and their new mCLASS School is required to complete a transfer. Students who are brand new to the mCLASS system may be added by corporation-level or school-level staff at their appropriate school. Once students are added or transferred they must be placed in classes.

When are the Indiana Benchmark Assessment Windows?

The Indiana Department of Education has determined the benchmark windows for mCLASS: Reading 3D and mCLASS: Math. Reading First Schools and non-Reading First Schools have different assessment windows for mCLASS Reading 3D. Please ensure you follow the correct window and assess all eligible students within that window. The mCLASS:Math assessment window is the same for all schools. Any requests for an extension or change of the benchmark window will require the approval of IDOE.

	<i>Reading First Assessment Windows</i>	
Assessment Window	mCLASS:Reading 3D	mCLASS:Math
Beginning of the Year (BOY)	Sept 2-19, 2008	Sept 15-Oct 17 2008
Middle of the Year (MOY)	Jan 12-23, 2009	Jan 26-Feb 6, 2009
End of the Year (EOY)	May 4-15, 2009	May 4-22, 2009

	<i>Non-Reading First Assessment Windows</i>	
Assessment Window	mCLASS:Reading 3D	mCLASS:Math
Beginning of the Year (BOY)	Aug 25-Sept 19, 2008	Sept 15-Oct 17, 2008
Middle of the Year (MOY)	Jan 12-23, 2009	Jan 26-Feb 6, 2009
End of the Year (EOY)	Apr 27-May 15, 2009	May 4-22, 2009

Why is it important to have Benchmark Assessment windows?

Assessing students in the specified benchmark window is critical since the scoring and instructional recommendations in the mCLASS system are tied to a specific time of year. As the School year progresses, expectations for student

performance increase. In addition, all students should be assessed in the same timeframe to ensure the same amount of instructional time has passed prior to and between benchmark windows. This allows teachers and administrators to accurately compare assessment results from one student to another. For example a student benchmark assessment for beginning of the year administered two months after the window has ended may perform quite well for that window, but this is not an accurate representation of the student's current academic performance as this score includes two months of instruction not received by other students and not factored into the assessment scoring for that time of year.

If students enter school after the assessment window has closed teachers should Progress Monitor those students to determine their current instructional needs.

What are the assessment windows for year round Schools?

Year Round Schools Assessment Windows		
Assessment Window	mCLASS:Reading 3D	mCLASS:Math
Beginning of the Year (BOY)	Aug 5-19, 2008	Aug 25-Sept 5, 2008
Middle of the Year (MOY)	Jan 12-23, 2009	Jan 26-Feb 6, 2009
End of the Year (EOY)	May 4-15, 2009	May 4-22, 2009

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Which students need to be assessed with mCLASS Assessments?

The Indiana Department of Education has determined that all K-2 students should be benchmarked according to the assessment windows above 3 times per year in mCLASS:Reading 3D and mCLASS:Math. Students should also be Progress Monitored in both mCLASS:Reading 3D and mCLASS:Math.

How often should a student be Progress Monitored in mCLASS:Reading 3D (DIBELS and TRC components) and mCLASS:Math?

The Indiana Department of Education has determined that students should be assessed in mCLASS:Reading 3D and/or mCLASS:Math at based on their benchmark scores as listed in the chart below.

Student Benchmark Score	Progress Monitoring Schedule (Reading 3D and Math)
Intensive/High Risk/Red	Every 2 weeks
Strategic/Some Risk/Yellow	Every 4 weeks
Benchmark/Low Risk/Green	As needed

You may find that some students are Progress Monitored in Reading 3D and Math at different rates. For example, a student who scores Intensive in Reading 3D and Strategic in Math would be Progress Monitored every 2 weeks in Reading 3D and every 4 weeks in Math.

Teachers should determine which portion of the assessment to administer based on student needs and classroom instruction. The Progress Monitoring assessments should reflect the skills the student is currently learning in literacy or math instruction. For example, students working on alphabetic principle during literacy instruction would be Progress Monitored in NWF (Nonsense Word

Fluency) in the DIBELS portion of 3D as that assesses a student's knowledge of alphabetic principle.

How do we assess Special Education students?

Special Education students should be assessed according to their IEP. If the student's IEP precludes the administration of mCLASS Assessments then the student should not be assessed. However, if the student's IEP allows for the assessment of students with mCLASS assessments they should be administered with any required accommodations. It is suggested that teachers work with the school's special education staff and administration to determine the exact assessment requirements for students with IEPs.

When a student works with more than one teacher, which teacher should assess that student?

Ideally students are assessed by their homeroom teacher, or a teacher instructing the student in literacy for mCLASS:Reading 3D assessments and/or math for mCLASS: Math assessments. If students are assessed by an assessment team, please ensure that classroom teachers review assessment data to inform their lesson planning and instruction.

What is a Sync Station and how can I set one up?

A Sync Station is a computer connected to the internet that has both Palm and mCLASS software installed on it. You should work with your technical team on determining if and where you can set up Sync Stations. The Wireless Generation Customer Care is always available for assistance with Sync Station set up.

Do I need a Palm to view assessment results?

A Palm is not needed to view assessment results. All results reported on a Palm are viewable on the mCLASS website after the results are HotSynced. Administrators may be assigned access to view all classes in a school or corporation. Once this is complete they simply login to the mCLASS website to review data for a given class. Teachers without Palms may also view data provided that they are in the mCLASS system and added to the classes they are working with. When logging into the mCLASS system they can then view the results administered and HotSynced by other teachers.

How will training materials be delivered ?

All coaches and teachers who attend a TOT (Training of Trainer) training session will receive a CD that contains copies of the training presentation that can be printed and copied for teachers to use in training sessions. In addition, during training a training website link will be provided so that materials may be downloaded. Prior to training, trainers should create a hard copy of the presentation for each training attendee.

When and how will our kits be delivered?

Kits, which contain all the student materials needed to administer mCLASS assessments, as well as teacher guides, are ordered through Wireless Generation, Inc. and shipped to corporations or schools. The Indiana Department of Education provided three kits for each school. During the initial set up of your mCLASS account your school or corporation may have ordered

additional kits as needed. If you find more kits are needed please contact Wireless Generation, Inc at (800) 823-1969, ext 5.

A complete mCLASS Assessment kit contains the following materials:
mCLASS: DIBELS K-3 student booklets and DIBELS Administration and scoring guide
mCLASS: Reading 3D benchmark books and Teacher Guide
mCLASS: Math student materials and Teacher guide

Kits may be shipped in multiple boxes. Please make sure they have arrived by the first weeks of school.

Who do I contact for technical support?

Technical support, including questions about administering assessments and reading mCLASS reports, is provided by the Wireless Generation Customer Care Team. You may reach the Customer Care Team via phone from 7:00AM-7:00PM EST at (800) 823-1969, ext 3 or by email at help@wgen.net.

Who do I contact if I have questions about the assessment?

If you have general questions regarding the mCLASS system please contact the Wireless Generation Customer Care Team. These general questions may range from how to administer a particular portion of the assessment to questions regarding the change in benchmark goals from one assessment window to another. You may want work with your Curriculum Specialist and fellow teachers on school or classroom specific questions, as this will not only promote collaboration but lead to solutions that work in your specific school environment.

Please contact the Wireless Generation Customer Care Team with additional questions at (800) 823-1969, ext 3 or help@wgen.net